Approved For Release 2001/07/24 : CIA-RDP57-00042A000200100022-3

26 July 1951

MEMORANDUM FOR: Personnel Director
Chief, Administrative Services
Assistant Deputy (Inspection and Security)

SUBJECT: Procedure for Routing and Processing Security Requests.

Effective 1 August 1951 one copy of Form No. 38-1, Personal History Statement, will be transmitted from the Personnel Office at the time security clearances are requested of Inspection and Security for applicants selected for appointment. The request for security clearance, together with the materials accompanying the request, will be routed in accordance with the procedure outlined as follows:

1. Form No. 37-104, Request for Security Clearance, will be prepared by the Transactions and Records Branches of Personnel Division (Overt) and Personnel Division (Covert) in accordance with existing instructions.

2. Two envelopes will be prepared and addressed by the Transactions and Records Branches, as follows:

a. Envelope No. 1 will be addressed to Personnel Security Branch, Room 2516, I Building.

b. Envelope No. 2 will be addressed to the person responsible for handling security requests and controls within the initiating Transactions and Records Branch.

3. The following material will be inserted in the envelope (Envelope No. 1) addressed to the Personnel Security Branch.

a. A transmittal list, containing the names of the individuals for whom security clearance is requested showing also the type of clearance requested, and the serial request number shown on the Form No. 37-104.

b. The original of Form No. 37-104 prepared for each person included on the transmittal list; all Forms No. 37-104 will be placed together in a sealed envelope.

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c. A Form No. 38-1, Personal History Statement, for each individual listed.

d. An Appendix I for each person listed.

e. Two photographs for each person listed (last name of person written on reverse side of each photograph).

f. If applicable, requests for waivers, exceptions to [redacted] memoranda from operating officials requesting special clearances and other appropriate documentary material which should be forwarded to Inspection and Security. 25X1A

4. Envelope No. 2 (addressed for return to the Personnel Office) will contain only a carbon copy of the transmittal list.

5. A single set of envelopes, Nos. 1 and 2, will be prepared by each Transactions and Records Branch for transmittal once each working day. The envelopes will be delivered by Personnel Office messengers to offices designated by the Reproduction Division for relay to the reproduction plant in [redacted] 25X1A

6. The Reproduction Division will remove all Personal History Statements forwarded in Envelope No. 1 and prepare six photostatic copies of each Personal History Statement; the original and five photostatic copies of the Personal History Statement will then be enclosed in Envelope No. 1 and forwarded to the Personnel Security Branch of Inspection and Security.

7. The Reproduction Division will insert one photostatic copy of each Personal History Statement in Envelope No. 2 and will return this envelope to the Transactions and Records Branch from which it was originally received.

8. The operations performed by the Reproduction Branch will be handled in accordance with such schedules as will ensure the receipt of Envelopes Nos. 1 and 2 by Inspection and Security and by Personnel respectively, within one working day after these envelopes were initially dispatched from the Personnel Office to the Reproduction Division.

[redacted] 25X1A9a

[redacted] Advisor for Management

CONCURRENCES:

25X1A9a Personnel Office - Concur on one day service on the basis

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Administrative Services Office [redacted]

Inspection and Security Office [redacted] 7/24/57